



## **AS-CFMS**

**Assam Society for Comprehensive Financial Management System**

F-228, F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

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### **WORLD BANK AIDED ASSAM STATE PUBLIC FINANCE INSTITUTIONAL REFORMS PROJECT (ASPIRe)**

#### **TERMS OF REFERENCE (ToR) FOR HIRING OF OPERATIONAL MANAGER**

1. The Government of Assam has taken up the Assam State Public Finance Institutional Reforms Project (ASPIRe), with a World Bank funding of USD 44 million (approx. Rs.274crore). A SPV, Assam Society for Comprehensive Financial Management Systems (AS-CFMS) has been created for this purpose, within which a Project Management Unit has been created.
2. The PMU established under the ASPIRe Project is mainly responsible for coordination of the three PIUs established at Commissionerate of Taxes, Commissionerate of Excise and Directorate of Accounts & Treasuries. The PMU is responsible for Procurement, Contract management and timely release of Payment and is under direct administrative control of Project Director.
3. The Project Director, AS-CFMS now intends to engage **one (1) Operational Manager** to support the PMU of all aspects relating to operational activities of the PMU as well as to extend support to PIU. Overall, he/she will be responsible for all Operational Activities of PMU, Logistics issues, managing inventory, stocks and assets of the Society, coordinating with the accounts team for payment and validating stocks, work in close coordination with all the PMU and PIU staff for facilitating logistics etc, during training, seminar, workshop and also would be responsible for timely convening Governing Body, Executive Committee meeting, Internal PMU, PIU review meetings.

#### **1. OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

The key tasks and responsibilities of the Operational manager will be to Support the PMU in the following :-.

- Prepare action calendar for all Executive Committee meeting, Governing Body meeting as per the Memorandum of Association and Rules and Regulations.
- Prepare action calendar for other committee meetings as per the notifications such as Steering Committee, PMU/PIU Review meetings.
- Preparing Agendas of the meetings by collating from various stakeholders, seeking time for appropriate authority, sending invitation to the stakeholders for meetings, preparing minutes and ensure dispatch, followup on the action taken as per the minutes.
- Preparing Training calendars and booking venues as per training calendar
- Preparing logistic requirement for meetings, training, seminar, workshop including

transportation and stay arrangement

- Providing logistic support during Mission Visits, Delegate Visits etc
- Providing logistic support to internal and external members during exposure visit within the state or outside
- Procurement, Managing, issue Stationaries, assets and the consumables including stock.
- Vehicle movement and log book and management of pool cars.
- Managing house keeping staff, driver and other operational staff.
- Organizing Team outing .
- Managing the Imprest issued to PMUs/PIUs
- Managing and monitoring O&M Vendors onboarded for PMU activities.

## **2. OUTPUT/ DELIVERABLES**

- Calenders for GB, EC, Steering Committee, Review meetings, Training, Workshop, Seminar etc
- Collation of Indent, procurement and maintain stocks, issue from stocks
- Inspection of office space, inventory etc
- Empanelment of various agencies for different activities
- Quarterly review of the O&M Vendors
- Housekeeping Activities
- Meeting Arrangements
- Tour and Travel Arrangements including hiring of cars for local conveyances as well as for outside state for exposure visits
- Flight tickets bookings and stay arrangements

## **3. REPORTING AND REVIEW**

The Operational Manager will report to Project Director/Addl. Project Director.

## **4. EDUCATIONAL QUALIFICATION AND EXPERIENCE**

This position requires dynamic, experienced and analytical professional with demonstrated experience of handling similar activities in Societies specially driving external aided projects. The Operational Manager shall:

### **Essential Qualifications and Experience:**

- Must have experience in delivering similar nature of work in State Government/PSU.
- At least Graduate in any discipline from any Govt. recognized University with overall experience of at least 5 years.
- MBA Degree will be preferred

- Experience in offline and online applications using and working with advanced computer tools.

**Desirable Qualifications, Experience and Skill-set:**

- Strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
  - Ability to work effectively in teams as well as independently.
  - Good communication and social skills.
  - Demonstrated initiative, synthesis, and personal dynamism and self-motivated.
  - Good documentation and drafting skills.
- **Facilities to be provided by the client**
    - Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
    - Provide sitting space in the server room along with computer, printer, computer/office consumables, and internet access.

**5. DURATION OF THE CONTRACT & REMUNERATION**

**A. Period of the Assignment / Services:**

- a. The assignment will be for a period of one year and may be extended if necessary and based on satisfactory performance. The appointment would be full time basis and they would not be permitted to take up any other assignment during the period. The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason thereof.

**B. Remuneration and Payment Terms:**

- a. The remuneration would be as per Level L2 and Grade A of the HR Manual, initial base remuneration would be negotiated during interview based on experience and last pay drawn.

- b. They will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the SPD, AS-CFMS Society may relax this condition.

**C. FACILITATION BY AS-CFMS:**

- The Operational Manager will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The Operational Manager will be provided office space in the PMU along with computer, printer, computer/office consumables, internet access, as determined by the Project Director.
- The Operational Manager will have to arrange his/her own conveyance facility for attending the PMU. However, for official travel within Guwahati city and for field visits (duly approved by the Project Director) conveyance facility may be provided, whenever available.

**6. MODE OF APPLICATION**

Please click on the below link to apply online for this job

[Operations Manager for ASPIRe - Application](#)

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